




**DEPARTMENT OF PERSONNEL**

**209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(702) 687-4050**

**MEMO PERD #35/98**

October 16, 1998

TO: All Department Heads

FROM:   
Sharon P. Murphy, Director  
Department of Personnel

SUBJECT: PUBLIC SERVICE INTERN PROGRAM

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During the past year, the Department of Personnel has been working to develop a financial intern program in an effort to attract Nevada business graduates to financial positions in the State's classified service.

Beginning with the 1999 Spring semester, we would like to continue our efforts in attracting students from the College of Business. Under the established program guidelines, State agencies which are interested in participating would be asked to provide professional-level work experiences related to the students' course of study, such as accounting, business administration, economics, applied mathematics or computer sciences. Also, if there is interest, my staff would be happy to work with you in expanding the intern program to include other professional level occupational areas within your agency. All internships should be made available on a semester basis, with the length of the work week being adjusted to meet the students' class schedules as well as your agency's needs. The intern program is open to University System students in the Reno, Sparks, Carson City, and Las Vegas areas, who are in their junior or senior year, or enrolled in a program of post graduate study.

If you are interested in participating in this intern program, I am requesting you once again designate a member of your staff to serve as a program coordinator for your agency. This individual would work with the Department of Personnel, the University System and the student to ensure the program is beneficial for the student, as well as your agency. Your program coordinator would also be responsible for developing a job description for the internship which

October 16, 1998

Page 2

would be used as an on-campus announcement and serve as an outline for the student and faculty advisor in determining the credit worthiness of the duties to be performed.

The enclosed program guidelines and job description form may be helpful in answering additional questions you may have, and in identifying duties within your agency which may be appropriate for this program. Job descriptions must be submitted to the Internship Committee at the Department of Personnel by November 18, 1998, in order to proceed in time for the spring semester and meet campus publication deadlines.

I would like to thank all participating agencies for their past support and hope each of you will continue to endorse this extremely important project. If you have any questions or need additional information, please contact a member of the Internship Committee at the phone numbers listed below.

INTERN COMMITTEE MEMBERS		PHONE NUMBERS
Peter Long, Personnel Analyst	Carson City - Field Services Division	687-3724
Peggy Martin, Personnel Analyst	Carson City - Technical Services Div.	687-6558
Pat Ullom, Personnel Analyst	Las Vegas - Field Services Division	486-2914

SPM:dsb

Enclosures: UNR Job Description Form  
UNLV Internship Guidelines & Agreement

cc: Dr. Richard Jarvis, Chancellor, UNR  
Agency Personnel Liaison  
Agency Personnel Representative

## Job Description Form

*Fall Semester*

Spring Semester

*Summer*

**Student Tasks/Responsibilities:** (please prioritize)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Skills Required

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Requirements:

**Academic Major(s) Required:** \_\_\_\_\_

**Course, skill or work prerequisites:**

### Academic Year Preferred

- ☐ Sophomore  
☐ Junior  
☐ Senior  
☐ Graduate Student

**Application Deadline:** \_\_\_\_\_

**Materials Requested:**

- ☐ Application (please enclose)  
☐ Resume and Cover Letter  
☐ Transcripts (copy or official)  
☐ Other

**Application Process Preference:**

- ☐ Send application materials to employer  
☐ On Campus Interviews/PREFERRED DATE \_\_\_\_\_  
     \_\_\_\_\_ First Come/First Interviewed  
☐ Prescreen/DATE TO RECEIVE MATERIALS \_\_\_\_\_  
☐ Mail out/DATE \_\_\_\_\_  
     \_\_\_\_\_ FAX \_\_\_\_\_  
     \_\_\_\_\_ Regular Mail \_\_\_\_\_  
 Other: \_\_\_\_\_

Employer will notify students:    letter/    phone/    other:                     

Approximate Date: \_\_\_\_\_

(over please)

**Work Schedule:**

Days and Hours: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

**Employer Information :**

Contact Name and Position \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Internship or Cooperative Education Supervisor's Name and Position \_\_\_\_\_

Job Location: \_\_\_\_\_

Training Provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employer Profile:**

Number of Employees \_\_\_\_\_

Organization Type \_\_\_\_\_

*Please attach a description of the Organizations Activities*

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**Office use only**

Job Received by \_\_\_\_\_ Date \_\_\_\_\_

Date Flier was sent \_\_\_\_\_

Number of Students who inquired \_\_\_\_\_

Number of students who applied \_\_\_\_\_

Name of Student(s) who were hired \_\_\_\_\_

\_\_\_\_\_

# Internship Guidelines

for the University of Nevada Las Vegas

## EMPLOYERS

Career Services  
4505 Maryland Parkway, Box 456004  
Las Vegas, NV 89154-6004

## BENEFITS OF INTERNSHIPS

- Internships offer students an opportunity to develop practical, marketable experience in their field that integrate practice with theory.
- An internship program improves the working relationship between the University and the community in which mutually beneficial partnerships develop.
- Faculty members are able to keep abreast of the changing job market thereby promoting the updating of curricula to keep course work consistent with industry requirements.
- The University's commitment is to offer students a quality education that integrates theory with practice and provides opportunities for personal growth and development.
- Internships assist the student in solidifying or modifying career goals and in developing a realistic approach to the job market and become familiar with various types of employers.

## UNIVERSITY ROLE

### CAREER SERVICES' ROLE

- To register a pool of student applicants
- To verify minimum GPA standards and convey student credentials to employers
- Act as liaison between students and faculty to communicate information about credit internships
- Inform students of internships via various advertising vehicles including the Internet, outreach to faculty and student clubs and professional associations on campus.
- Inform and refer students to internship opportunities, without bias or discrimination.
- Uphold EEO/Affirmative Action standards established by the University.

### FACULTY ROLE

- Designate a department Intern Program Coordinator
- Qualify and establish minimum standards for the University's Internship Program.
- To sign off on Internship Agreement, between the University and the employer, along with the student intern after it has been returned from the employer.
- Inform and refer students to internship opportunities, without bias or discrimination.
- Monitor progress of student through on-going contact with employer.

## STUDENT ROLE & MINIMUM QUALIFICATIONS

- Students are expected to approach internships in a professional manner and be productive in their efforts.
  - Students are expected to act as good-will ambassadors between the employer, the University and the community.
1. GPA of 2.0 ("C" average) or higher. Must maintain this GPA throughout the internship.
  2. For undergraduates, must be enrolled in a minimum of 9 credits during the semester.
  3. For graduate students, must be enrolled in a minimum of 6 credits during the semester.
  4. Must be registered with Career Services, located in Room 301, Reynolds Building, of the SSC.

## EMPLOYER'S ROLE & RESPONSIBILITIES ARE AS FOLLOWS:

1. To engage the student intern in career-related work experiences that are sufficiently supervised and evaluated so that students can maximize the development of skills and learning that tie together their academic education with the "real world of work".
2. Assure that Equal Employment Opportunity (EEO) and Affirmative Action standards are maintained in the recruitment and hiring processes. Included are:
  - ☐ Recruiting, interviewing and hiring individuals without regard to race, color, religion, national origin, age, gender, sexual orientation or disability and providing reasonable accommodations upon request. \*
  - ☐ Avoiding use of inquiries that are considered unacceptable by EEO standards during recruitment process. \*
  - ☐ Developing a sensitivity to, and awareness of, cultural differences and diversity of the work force. \*
  - ☐ Maintain the confidentiality of student information, regardless of the source, including personal knowledge, written records, reports and computer databases.
3. To understand and respect the academic calendar whereby during midterm and final exam weeks, the student intern may have to temporarily reduce their work hours for intensive studying purposes.

\*adapted from the National Association of Colleges and Employers, Principles for Professional Conduct.

## PROCEDURES FOR RECRUITING/HIRING INTERNS

1. Determine if internship will be credit bearing or not. See back page that describes and differentiates credit and non-credit internships. Meetings can be arranged with faculty departments to determine credit potential.  
**NOTE: CREDIT BEARING INTERNSHIPS MUST BE EVALUATED BY DEPARTMENT FACULTY AND MEET THEIR ACADEMIC CRITERIA.**
2. Complete the attached Internship Development Form, indicating if internship is credit bearing or not and fax to the attention of Joy Sprecher, Internship Coordinator at (702) 895-4661.
3. The University will refer potential students who meet minimum requirements established by the hiring organization.
4. Review intern applicant resumes and conduct interviews. Contact students directly who have been selected.
5. Inform coordinating Internship Coordinator of all hiring outcomes.
6. Provide orientation for student-intern to organization's procedural and operational structure.
7. Assign and supervise tasks and responsibilities which are consistent with the intern's role in the organization.
8. Administrate the program which includes wages, salary, performance reviews, grounds for dismissal, establishment of work schedules and promotion.
9. Notify designated Internship Coordinator of any changes in the student's status.

## EXPLANATION OF INTERNSHIPS

For an internship to be recognized by Career Services, it must provide financial compensation and/or college credit awarded through the student's academic department.

Employers are encouraged to provide "paid" experiences to best attract UNLV students.

### ☐ **NON-CREDIT**

These internships fall under "paid" experience and the employing organization must provide the student with compensation in the form of salary or hourly wage which meets at least the minimum wage required by the law, or the equivalent in no-cost facilities or arrangements (i.e. "room and board"). Career Services staff can advise employers as to competitive wage structures for a given field.

This category of internships does not have to meet with faculty approval and is advertised to students through the Career Services office.

### ☐ **CREDIT-AWARDING**

These internships may be paid or unpaid and must meet the criteria of department faculty. Unpaid internships must meet the following conditions defined by the Fair Labor Standards Act:

1. The employer is required to guarantee compliance with applicable laws and workplace standards and with University rules and regulations.
2. The student should be working to complete an academic requirement within a college or department that grants college credit for the work experience.
3. The work experience must be a legitimate learning/working experience where the employer defines goals/objectives for the internship experience which further develop the students' skills, knowledge and professional goals.
4. It must be stated up front that the position is unpaid.

Department faculty, who approve and oversee these internships will be in direct contact with the employer as far as monitoring the student's progress and performance.

Regarding credit-awarding internships, participating employers will be asked to evaluate the intern's performance and report back to the Department Internship Coordinator.

**CAREER SERVICES**  
**UNIVERSITY OF NEVADA LAS VEGAS**  
4905 Maryland Parkway Box 490004  
Las Vegas, Nevada 89154-0004  
(702) 895-3495 Fax (702) 895-4661

**UNIVERSITY OF NEVADA LAS VEGAS  
CAREER SERVICES**

Reynolds Building, Suite 301  
4505 Maryland Parkway Box 456004  
Las Vegas, Nevada 89154-6004  
(702) 895-3495 Fax (702) 895-4661

**INTERNSHIP AGREEMENT**

**TITLE OF INTERNSHIP:**

**NUMBER OF POSITIONS AVAILABLE:**

**SALARY:** \_\_\_\_\_

**QUALIFICATIONS:**

- **MAJOR(S):** \_\_\_\_\_
- **MINIMUM GPA:** \_\_\_\_\_
- **HOURS REQUIRED:** \_\_\_\_\_
- **SPECIFIC SKILLS:**
- **COMPUTER SKILLS:**
- **PRIOR COURSEWORK:**

**DESCRIPTION OF INTERN DUTIES:**

- 1.
- 2.
- 3.
- 4.
- 5.

**SUGGESTED LEARNING GOAL TERMINOLOGY:**

- **APPLICATION** - Apply, choose, demonstrate, operate, prepare, solve.
- **COMPREHENSION** - Describe, explain, identify, review, translate.
- **EVALUATION** - Assess, appraise, select, evaluate.
- **ANALYSIS** - Analyze, appraise, compare, examine.
- **KNOWLEDGE** - Define, list, relate, recall, organize.
- **SYNTHESIS** - Arrange, assemble, create, design, formulate and organize.

**WHAT THE STUDENT WILL BE LEARNING AND GOALS INVOLVED:**

- 1.
- 2.
- 3.
- 4.

**PROGRESS REPORTING PROCEDURES:**

1. AFTER RECEIVING THE INFORMATION DESCRIBING THE INTERNSHIP, I WILL SEND THE REQUEST TO THE PROPER ACADEMIC DEPARTMENT(S) FOR THEIR EVALUATION AND APPROVAL FOR CREDIT.
2. ONCE CREDIT IS APPROVED, REPORTING RELATIONSHIPS SHOULD BE ESTABLISHED BETWEEN THE DEPARTMENT INTERNSHIP COORDINATOR AND THE EMPLOYER TO FOLLOW THE STUDENT'S PARTICIPATION AND PROGRESS.

☒ I, the undersigned, agree with the relevance of the learning objectives listed above. The objectives will be used to determine the students' progress and level of learning. The student agrees to abide by the Internship Program guidelines.

The employing organization hereby affirms that is an Equal Opportunity Employer.

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Internship Coordinator Signature**

**Name of Organization:**

**Contact Person:**

**Address:**

**Telephone:**

**Email:**

**Fax:**